

**FEDERAL EMERGENCY MANAGEMENT AGENCY
FEMA FEDERAL CAREER INTERN PROGRAM
FACT SHEET
(For Students)**

What is FEMA's Federal Career Intern Program?

FEMA's Federal Career Intern Program is a 2-year entry level program designed to expand, recruit and attract exceptional individuals into a variety of occupations. It was created under Executive Order 13162, and is intended for positions at grade levels GS-5, 7, and 9 levels.

The objective of this program is to employ and develop future FEMA leaders by recruiting and developing exceptional employees capable of assisting the Agency to achieve its mission, goals, and objectives. Individuals are appointed to a 2-year internship and upon successful completion of the internship the interns may be noncompetitively converted to a permanent appointment.

What positions may be available for FEMA career interns?

- Emergency Management and Program Analysis
- Marketing and Social Media
- Financial Management/Budget/Contracting
- Program and Management Analysis
- Information Technology
- Human Resources

How do I find these positions as they become available?

FEMA will post available intern positions at www.fema.gov/career and www.usajobs.gov.

What is the program eligibility?

GS-05: Bachelor's Degree and the Administrative Career with America (ACWA) testing. The ACWA assessment test is administered by the Office of Personnel Management.

GS-07: One full year of graduate study beyond the Bachelors degree in a field that has equipped the candidate with the knowledge and abilities to perform fully the work of the position and the Administrative Career with America (ACWA) testing

GS-9: Two years of progressively higher level graduate education leading to a master's degree or master's or equivalent graduate degree Master's Degree.

Candidates must meet all qualifications requirements at the time of appointment to the Career Intern position. Career Interns shall be appointed noncompetitively under Schedule B of the excepted service 5 CFR§213.3202 (o) and the appointment shall not exceed 2 years. After

successful completion of the program, the Career Intern will be converted to career or career-conditional appointment.

Does Veterans' Preference apply in the selection career interns?

Yes. Veterans' Preference applies to the selection of Career Interns.

How do I apply?

When a position becomes available the following forms must be submitted to the Office of the Chief Human Capital Officer or the link that will be listed on the posting of the position:

1. A resume *or* any other written format chosen provided that it contains all pertinent information (full name, SSN, complete mailing address, announcement number, work experience, phone numbers, etc.)
2. Copy of college transcript(s). Unofficial copies are permitted.
3. DD-214, Discharge Certificate (if a veteran), and SF-15, if applying for 10-point preference.
4. In your application package provide three references not related to you and are not former supervisors. (Include full name, area code and telephone number, and address including number, street, and city, state and zip code.)

What benefits are available to career interns?

FEMA career opportunities feature competitive starting salaries and the potential for performance-based increases, flexible hours, and the ability to achieve and maintain a balanced lifestyle. One can enjoy a range of comprehensive and competitive employment benefits that include: a fully portable Thrift Savings Plan, similar to a 401(k); personal leave days for vacation, illness, and family care; ten paid holidays per year; flexible work schedules; defined benefit retirement plan; a wide choice of health insurance programs, non-taxable Flexible Spending Accounts for out-of-pocket medical or dependent care expenses; life and long-term care insurance; transportation subsidies; and Employee Assistance Programs.

Other benefits that may be available include: a uniform allowance; health and wellness programs; fitness centers; and telework. For more information on federal benefits, please visit [USAJOBS Benefits](#).

Who should I contact for more information?

For more information, please contact Mary Waller, FEMA's Intern Program Coordinator, at mary.waller@dhs.gov.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
STUDENT CAREER EXPERIENCE PROGRAM/
STUDENT TEMPORARY EMPLOYMENT PROGRAM
FACT SHEET
(For Students)**

What is the Student Educational Employment Program (SEEP)?

The Student Educational Employment Program has two components: Student Career Experience Program and Student Temporary Employment Program. These programs are available to levels of students: high school, vocational and technical, associate degree, baccalaureate degree, graduate degree, and professional degree students.

What are the age requirements for students to participate in the Student Educational Employment Program?

Age 16 is the minimum age allowed for Federal employment. This is described in OPM's regulations on child labor at 5 CFR § 551.601.

What is the Student Career Experience Program (SCEP)?

This program offers students a work experience directly related to their academic field of study. It provides formal periods of work and study while you are attending school. It requires a commitment by you, your school, and the employing Federal agency. Students in the SCEP may be noncompetitively converted to career or career-conditional appointments following successful completion of their academic and work experience requirements.

What types of positions may be available as a SCEP?

- Emergency Management and Program Analysis
- Marketing and Social Media
- Financial Management/Budget/Contracting
- Program and Management Analysis
- Information Technology
- Human Resources

How many work hours can a SCEP work?

Work will be scheduled consistent with the student's academic studies or career goals and be designed to meet minimum study-related work hours (640) required for conversion. Under certain conditions, and upon approval by FEMA, the student may obtain a waiver of up to 320 work hours of the 640-hour minimum service requirement. Consult the Human Capital Division for additional information.

- The student may work full time or part-time.
- The student must be taking at least a half-time academic/vocational/or technical course load in an accredited high school, technical or vocational school, 2 year or 4 year college or university, graduate or professional school. The definition of half-time is the definition provided by the school in which the student is enrolled.

What is the Student Temporary Employment Program (STEP)?

The STEP provides maximum flexibility to both students and managers because the nature of the work does not have to be related to the student's academic or career goals. Applicants will not be noncompetitively placed in a permanent position in the STEP.

How many work hours can a STEP work?

STEP students may work full-time or part-time schedules at any time during the year. There are no limitations on the number of hours a student can work per week, but the student's work schedule should not interfere with the student's academic schedule. See CFR 213.3202 (3).

May a son or daughter of an Agency employee participate in that Agency's Student Educational Employment Program?

Yes. There is no longer a restriction that would bar a student from working at the same agency as his/her parent. The only requirement is that the parent and student have no direct reporting relationship and that the relative not advocate the employment, promotion or advancement of the student. See 5 CFR 5 CFR § 213.3202(a)(7) and (b)(7).

Does Veterans' Preference apply in the selection process for students?

Pursuant to 5 CFR § 302.101(c)(8)), each agency is required to follow the principle of Veterans' Preference as far as administratively feasible and, on the request of a qualified and available preference eligible, to furnish him or her with the reasons for his or her non-selection.

How do I find these positions as they become available?

FEMA will post their available SCEP/STEP intern positions on their website at www.fema.gov.

What is the program eligibility?

You are eligible under the Student Educational Employment Program if you are:

- A student enrolled or accepted for enrollment as a degree-seeking student (diploma, certificate, etc.)
- At least the minimum age required by Federal, state or local laws and standards governing the employment of minors

- Taking at least half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school, and a U.S. citizen or a national (resident of American Samoa or Swains Island).
- **Working Agreement (SCEP).** A formal, written, Student Career Experience Program Working Agreement is required for the program, and must be signed by the FEMA Intern Program Coordinator, the school, and the new appointee, before the appointee reports for duty.

How do I apply?

When applying for a position the following forms (if applicable) must be submitted to complete your application:

- 1) A resume or any other written format chosen provided that it contains all pertinent information (full name, SSN, complete mailing address, announcement number, phone number, etc.)
- 2) Copy of college transcript(s). Unofficial copies are permitted. (if applicable)
- 3) Supplemental Form for Employment Consideration (attached).
- 4) DD-214, Discharge Certificate (if a veteran), and SF-15, if apply for 10 point preference. (if applicable)
- 5) In your application package provide three references not related to you and are not former supervisors. (Include full name, area code and telephone number, and address including number, street, city, state and zip code).

What benefits are available to students?

Students in both programs are eligible to earn both annual and sick leave. Students in the Student Temporary Employment Program are considered temporary employees and are generally not entitled to these benefits. However, once students have been continuously employed for a year without a break in service exceeding 5 days, they may enroll in the Federal Employee Health Benefits Program, but they would have to pay 100 percent of the premium (i.e., both the employee and government share). There is no provision for temporary employees to be eligible for life insurance coverage.

Students in the Student Career Experience Program are eligible for both health and life insurance coverage as long as they are expected to be employed under this appointment authority for at least one year and are expected to be in a pay status for at least one-third of the total period of time from the date of their initial appointment to the date of the completion of the program. Cost of premiums is split between the employee and the agency, as for all permanent employees.

Who Should I Contact for More Information?

For more information, please contact Mary Waller, FEMA's Intern Program Coordinator, at mary.waller@dhs.gov.

FEDERAL EMERGENCY MANAGEMENT AGENCY STUDENT VOLUNTEER EMPLOYMENT PROGRAM FACT SHEET (For Students)

The Student Volunteer Employment Program hires students to work at the Federal Emergency Management Agency (FEMA) as volunteers (in an unpaid capacity) for valuable work experience directly related to their academic field of study. Students may receive educational credit for their internship.

Eligibility and general requirements for Student Volunteers are established by 5 CFR, Part 308 and as stated below:

1. U.S. Citizenship.
2. Enrollment in at least half-time academic or vocational and technical course load in an accredited educational institution.
3. A letter of verification from the student's educational institution showing proof of current enrollment in school.
4. Formal agreement by student, the school, and FEMA.

Volunteer Service Agreements

FEMA's Human Capital Division will ensure that all agreements conform to appropriate the guidelines as described below:

Volunteer Service Agreement (Academic Institution)

- Agreements will be negotiated with participating academic institutions so that the student can receive course credit. Each agreement will be written and will contain a general statement of understanding, program objectives, and the responsibilities of FEMA, the institution, and the student volunteer. Agreements will be signed by an authorized representative of the academic institution and the FEMA selecting official.

Volunteer Service Agreement (Student Volunteer)

- FEMA will negotiate agreements with participating students when the assignment is not for the purpose of course credit. The agreement will contain conditions of the volunteer service and status of the student.
- Agreements must be signed by the participating student and the Human Capital Division, or designee.

Who Should I Contact for More Information?

For more information, please contact Mary Waller, FEMA's Intern Program Coordinator, at mary.waller@dhs.gov.